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Chief, Management Staff 1 November 1957

Chief, Records Management Staff

Weekly Report - Week Ending 30 October 1957

1. Contributions

a. Tangible

(1) Installed the Subject-Numeric Filing System in the Office of the Chief, Personnel Procurement Division.

(2) The Records Center received 416 cubic feet of inactive records and eliminated 100 cubic feet.

(3) Completed 5 new and revised forms.

b. Intangible

(1) Developed a procedure for obtaining copies of the Strategic Bombing Service records in the custody of National Archives for use of the Atomic Energy Commission.

2. Assignments - Active

a. Audit of Records Control Schedules

(1) Office of Personnel - Project 90% complete.

(2) Office of Operations - Project is 50% complete.

b. Installation of Filing Systems.

(1) OSR- Systems now being installed in the Materials Division, and Services Division. In one branch, 3 files consolidated into one, thereby permitting destruction of 4 cubic feet of records and the retirement of 5 cubic feet.

(2) Office of Personnel - System will be extended to Clerical Recruitment and Specialized Recruitment Branches. Installation now in process in Plans Staff.

c. Review of Schedules for Deposit of Vital Personnel Records.

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d. Twenty-five new and revised forms in process.

e. Forms Management Study, Printing Services Division.

f. Filing System Survey, Map Library Division, OSR. Project 10% complete.

g. Review of requisitions for filing equipment and file supplies. Approved 4 requirements for non-safe and specialty type equipment.

h. Shelf File Installations.

(1) Office of Communications - Submitted a plan for specialty type file for the Vault [redacted] 25X1
25X1 [redacted] Three other installations to be developed.

(2) Finance Division, Office of the Comptroller - Requisition for Shelf filing installation has been submitted to Logistics.

3. Assignment - Inactive

a. CI/OA Space Layout and Equipment Survey

b. Industrial Register, Shelf File.

c. Office of Security, Shelf File.

4. News

25X1 a. [redacted] attended the National Business Machine Show in New York.

25X1 b. [redacted] completed the Seminar on Forms Management conducted by the American Management Association in Cleveland, Ohio.

25X1 c. [redacted] attended the Fourth Meeting of the Government-wide Correspondence Committee.

d. A new employee, [redacted] reported for duty. 25X1

25X1 [redacted] 11/4 [redacted] 25X1

25X1 Mgt/S/RMS/[redacted] (1 Nov 57)

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